2004 Terminal Set-Up Sheet Instructions

THIS FORM IS USED TO CONFIRM THE OWNER OF THE ATM, THE LOCATION OF THE ACTUAL TERMINAL, PATRIOT ACT COMPLIANCE AND VAULT CASH SETTLEMENT BANK ACCOUNT. No new terminal can be set up without this form.

1. ATM Make/Model: i.e.: Triton 9100, 9710 loaded, Tidel, Tranax, NCR, etc.
2. Sales Price: Only enter if you're purchasing a new terminal from us.
3. Surcharge: Enter amount that you want the ATM to charge cardholders for using the ATM.
4. Co Fed Tax ID# or …: Enter the company's Fed Tax ID# or the owner's social security # if the company does not have a Fed Tax ID#.
5. Owners Legal Business Name: If the ATM is owned by a business, print that name here; if owned by an individual enter their personal name.
6. Owner Name: Print the name of the person who owns the ATM or who owns the business if it is a sole proprietorship (if different from #5)
7. Address/City/State/Zip: Enter the address where the owner would like AATMS to send checks, statements and correspondence.
8. County: Enter the county where the ATM is/will be physically placed.
9. Phone: Enter the phone number to reach the owner.
10. Fax: Enter the Fax number for the owner.
11. Email: Enter the owners email address.
12. **Terminal Location, if Different Than Above**: If the ATM is in a different physical location than the owner continue; otherwise skip to 'Patriot Act Compliance'.
13. Legal Business Name of Location: Name of business where the ATM is going to process.
14. Physical Address of Terminal/ City/State/Zip: The physical (not mailing, a PO Box is not acceptable) address of the ATM's operation.
15. Location Phone/Fax/contact Person: Enter the locations phone number, fax number and the name of the person AATMS should ask for at the location.
16. Patriot Act Compliance: Enter name, social security number, date of birth and home address of the <u>person</u> who owns the ATM. (Not a Business Name, but the name of the person who owns the business.)
17. Account Owner Signature: Signature of an authorized signer on the account from which the funds to fill the ATM will be supplied and returned to.
18. Printed Name and Title: Print the name and title of the person who signed #17.
19. Date: Enter the date the Set-Up Sheet was signed.

FILE CAN NOT BE SET-UP UNTIL WE ALSO RECEIVE:

1. **Equipment Processing Agreement**
2. **W-9 form**
3. **A VOIDED, PREPRINTED CHECK OR A BANK LETTER ON BANK LETTERHEAD. If we do not receive the check or bank letter we cannot set-up your ATM to process**